

# Steps For Verifying USPS Rate Change Downloads

Applies to: IM/IS/IN 300/400, IN/IH 600/700, IM/IS 5000/6000 Series Mailing Systems

1. Wake up Mailing System.
2. Select **[Menu]** Key.

\*\*If Accounting is enabled, log into any account prior to selecting the **[Menu]** Key.

3. Arrow up or down to Number 13 **[Supervisor]** then press the **[OK]** Key.
4. Enter the PIN Code [09430] when prompted, then press the **[OK]** Key.
5. Select Number 8 **[Options and Updates]**.
6. Select Number 4 **[Rate Management]**.
7. Verify that the new rate file appears in the list. The file will have the date when the rates go effect at the end of the file name, e.g.: **US01-USPS-012720**.

\*\*If the file does not appear in the list, go to Step 8. If the file appears in the list, go to Step 10

8. Verify that the Mailing System is connected to the Internet or Analog Phone Line/Modem.
9. Select **[Check for Updates]** at the top right of the screen. This process will perform a **[Generic Call]**. The latest Rate Change should then be downloaded to your Mailing System.
10. Select the **[Back]** Key several times to return to the **Main Menu Screen**.
11. Press the Power Button twice (2x) to log out of Supervisor Mode.